Quick Reference Guide:

Fall Career and Technical Education

This guide explains how to enter the Post Graduation Status and Date Contacted for 14-15CTE Concentrators.

Topics included in this Quick Reference Guide include:

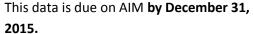
- Running a report of CTE Concentrators
- Enter Post Graduation Status and Date Contacted
- CTE Q&A



Other Useful Information:

<u>Appendix M: Areas of</u> <u>Concentration</u>

<u>Appendix O: Post Graduate</u> <u>Status</u> The Fall Career and Technical Education (CTE) Data Collection is a follow-up to the Spring CTE Collection. Students identified as CTE Concentrators who graduated in 14-15 must be contacted between October 1 and December 31, 2015 to identify their current status 6 months after high school graduation.





Before beginning this process, there are a few considerations:

1. Which students do I need to enter data for?

- Enter the current Post Graduation Status and Date Contacted for each student identified as a CTE Concentrator in school year 14-15.
- Students are identified as CTE Concentrators in the Spring of their Senior year. Carl Perkins Grant requirements mandate a follow-up between October 1 and December 31 of the following school year.

2. When am I required to contact students?

 Student must be contacted between October 1 and December 31, 2015.

3. What if I am unable to reach a student?

 Certain individuals with knowledge of the student may be able to help identify a student's post-graduation status. page 7

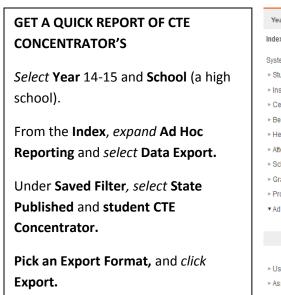
4. I heard through the grapevine that a student was... Can I use this information?

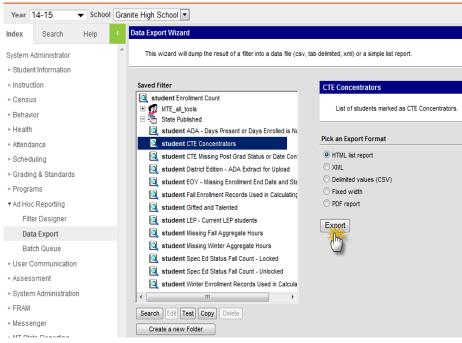
 Information from 3rd party sources may be used if they have first- hand knowledge of the student's current status. page 7

Note: See pages 7-9 for Frequently Asked Questions & Answers, as well as the list of codes.









The report will display in the selected format. It lists all students who were identified as CTE Concentrators in 14-15.

CTE Concentrators Total Records:3

All Records								
School	State ID	Last Name	First Name	Grade	Is CTE?	Career Path	Concentration	Single Parent?
Granite High School	127261759	Gunn	Tim	12	1		01	0
Granite High School	348188077	Temple	Shirley	12	1		07	0
Granite High School	313019554	Tribeck	Alex	12	1		17	0
All Records								



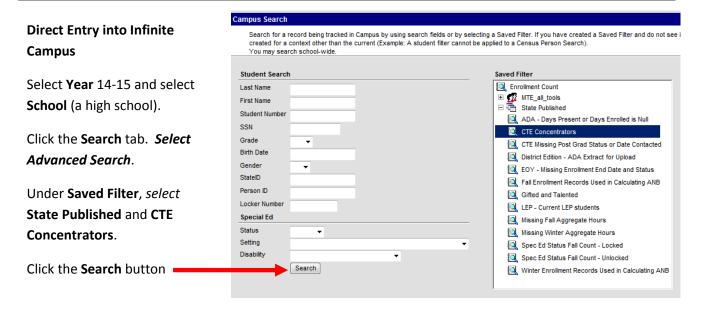


ENTERING CTE CONCENTRATOR FOLLOW-UP INFORMATION

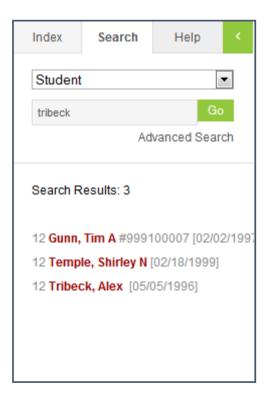
Follow-up data must be entered for each student who was marked as a CTE Concentrator last Spring.

Data can be entered via Direct Entry or by File Upload.

NOTE: Any additions, corrections, or changes to the list of CTE Concentrators for 14-15 must be entered no later than November 15, 2014, to be accurately reflected in the federal reporting and used to compute Perkins Performance Indicators for your school.



A list of last year's graduated CTE Concentrators will appear under the **Search** tab.

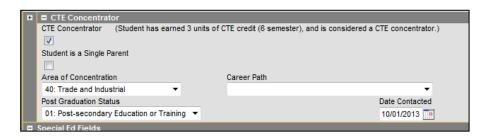




Click the name of the first student in the Search Results list. Select the **Enrollments** tab.

Open the 14-15 enrollment record by clicking the **Edit Notepad** icon.





Scroll to the **CTE Concentrator** section. Open the section by clicking the plus (+) sign.

Select the appropriate *Post Graduation Status* and *Date Contacted*.

Click Save.

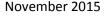
Repeat the process for each CTE Concentrator listed in the Search Results.

File Upload (for those districts who do not use Infinite Campus as their primary Student Information System)

CTE Concentrator information may be uploaded using a file created from the district's Student Information System or created using the OPI Career and Technical Education Template (Excel).

Extract File from SIS:

Follow your SIS instructions to extract the file as a *.tsv or *.txt file. Upload the file using the instructions below.



Create File Using OPI Template:

The <u>Career and Technical Education Template</u> is available on the OPI AIM Webpage (see picture below). Save the template to a file of your choice, then open the template.

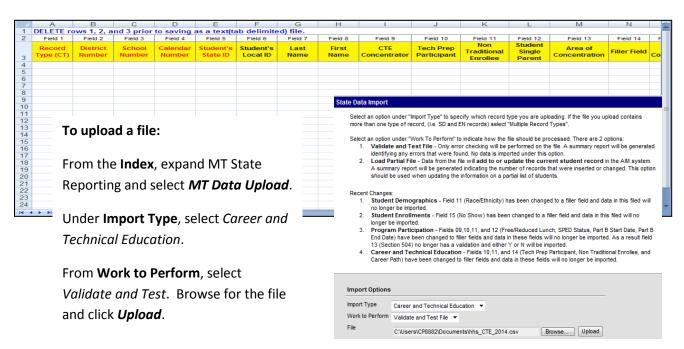
Enter the required information (shown in red) for each student.

Format columns to zero pad as necessary. When using a CSV file, **leading zeroes** needed to enable the file to upload are dropped, so the zeroes must be added back in ("zero padding"). Affected fields are: District Number (requires 4 digits), School Number (requires 4 digits),

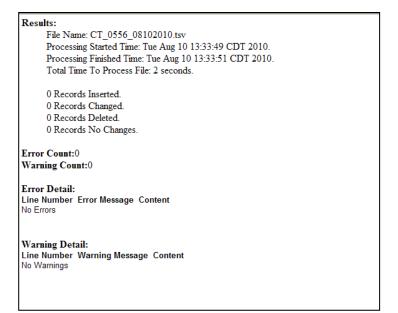
To correct the leading zeroes in a spreadsheet:

- 1. Open the CSV file
- 2. Select the column contents by highlighting it.
- 3. Right click
- 4. Click Format Cells
- 5. Select Custom
- 6. Under Type, replace General with a # sign followed by zeroes for the number of digits you want (e.g., #0000 for 4 digits, #00 for 2 digits, etc.)
- 7. Click OK.
- 8. Save the file as a Text Delimited (.tsv) or Text file (.txt).

Delete the first three rows of the file and save as a *.tsv or *.txt file. Open the *.tsv or *.txt file and type in the header row (HD *tab* date (mm/dd/yyyy) *tab* time (00:00:00) *tab* MT9.1) followed by the Enter key, then delete the extra line. Save the file.







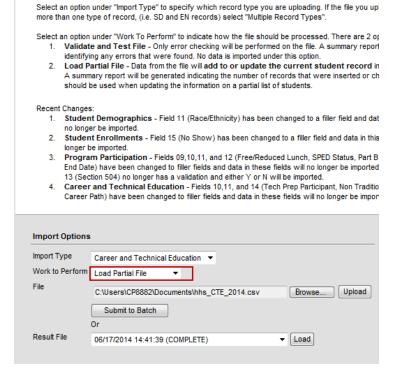
State Data Import

Check the <u>Import Results Summary</u> for errors. Fix any **Errors** and review **Warnings**.

Once the report is free of errors, return to **MT Data Upload**.

Set the **Import Type** to *Career and Technical Education*, the **Work to Perform** to *Load Partial File* and browse for the file.

Click **Upload**.





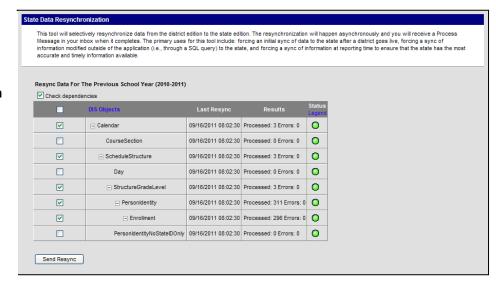
RE-SYNC DATA

Select Year 14-15.

From the Index, expand System Administration and Data Utilities. Select *Resync State Data*.

Check the box for **Enrollment** (other boxes will check automatically).

Click Send Resync.



CTE FAQ

- We already do a follow-up survey of our graduating seniors in August can I use that data for our CTE Concentrators?
 - No, to meet the requirements of the Carl Perkins grant the students must be contacted between October 1 and December 31 of the following school year.
- The student is out of state, but I talked to his mom. Is that considered a contact?
 - Yes, the student's immediate relative is a reliable source of follow-up data for a CTE Concentrator.
- I have tried to contact the student, but every number we have on file is disconnected and there is no one with information as to their whereabouts. What do I do?
 - Mark the student CTE record as *05: Unknown* in the **Post Graduation Status** field. Every reasonable effort should be made to contact these students, since *the lack of information could negatively affect Perkins performance measures* for your school.
- We live in a small town. Even though the family moved, I ran into a family friend who said the student is now in the military. Is this enough information to code that as the student's Post-Graduation status?
 - The district must determine how reliable they think the information is. If the information is deemed to be credible, enter it as the student's Post-Grad Status.
- ADDITIONAL TECHNICAL ASSISTANCE GUIDANCE to assist those making follow-up phone calls is available on the Secondary CTE web page inside the 'Data Collections' tab located here: http://www.opi.mt.gov/programs/CTAE/CTE.html#gpm1_6



For further assistance, contact the AIM Help Desk at opiaimhelp@mt.gov or 1-888-424-6681.

Other Related Information for your reference:



Appendix M: **Area Of Concentration**

CODE	NAME	DEFINITION
01	Agriculture	The majority of the CTE credits were earned in the study of Agriculture.
07	Business	The majority of the CTE credits were earned in the study of Business.
20	Family and Consumer Sciences	The majority of the CTE credits were earned in the study of Family and Consumer Sciences.
17	Health Sciences	The majority of the CTE credits were earned in the study of Health Sciences.
08	Marketing	The majority of the CTE credits were earned in the study of Marketing.
21	Technology Educ/Industrial Arts	The majority of the CTE credits were earned in the study of Technology Educational/Industrial Arts.
40	Trade and Industrial	The majority of the CTE credits were earned in the study of Trade and Industry.
60	Blend	CTE credits were earned in a blend of the other CTE concentrations – used when a clear majority is not present in any other field.





Appendix O: Post Grad Status

CODE	NAME	DEFINITION			
01	Post-secondary	After the student graduated from high school, they attended a			
	Education or Training	post-secondary education program or additional training.			
02	Employed	After the student graduated from high school, they became employed.			
03		After the student graduated from high school, they			
	Unemployed	became/remained unemployed.			
		,			
04	Military	After the student graduated from high school, they joined the			
	ivilital y	military.			
05	Not Known	The student's status after graduating from high school is not			
	140t Itilowii	known.			
06	Other	The student's status after graduating from high school is			
		something other than above options.			
ALL POST GRAD STATUS CODES REQUIRE ZERO PADDING					

